

5 July 2007

## Request For Information

To: Mr. James X. Kelly, P.E., Utilities Manager  
City of Arlington

From: Chris Kelsey

Subject: Information Needs To Facilitate 10 Percent Design  
Wastewater Treatment Plant (WWTP) and Biosolids Composting Facility (BCF)  
Upgrade and Expansion Final Design

<b>RFI No. 1:</b> Information Needs to Facilitate 10 Percent Design
---

KJ Project No. 0597002*02
---------------------------

<b>Requested Response Date:</b> As Indicated For Individual Items
--

---

The first phase of work for the final design of the WWTP and BCF will include three major elements: execution of geotechnical and surveying site evaluations, production of 10 percent design documents, and beginning the equipment procurement processes for the membrane equipment package and the new mixer at the BCF. In order to keep these work efforts on schedule, responses to the items identified in the following list (with desired dates for receipt of information) are requested from the City of Arlington (City):

- 1. Review/Confirmation of 20 June 2007 Kickoff Meeting Minutes.** An electronic copy of the kickoff meeting minutes have been emailed to you. Please provide any comments or corrections, if any, so that we can distribute the final minutes to all attendees.  
**Requested Response:** On or before *Tuesday, 10 July 2007*.
- 2. Confirmation of Proposed Geotechnical Borings and Test Pits.** Electronic copies of site plans for both the WWTP and BCF, with proposed locations for boring and test pit sites at each, have been emailed to you. Please contact us if you have not received the site plans. Individual sheets were attached showing the existing site structure and utility information that we have, with suggested dimensional offsets from existing facilities labeled. City staff endorsement of utility clearance at these locations will allow us to proceed with scheduled onsite geotechnical field work on 16 and 17 July 2007.  
**Requested Response:** On or before *Tuesday, 10 July 2007*.
- 3. City Input on Membrane WWTP Tours.** Feedback from the City is desired on the preferred approach for scheduling visits to other membrane bioreactor (MBR) facilities utilizing MBR technology. Input sought includes preference on scheduling through a vendor or directly with the facilities' operational staff, specific facilities of interest, what City representatives would like to be included on visits, and major scheduling conflicts in the next two months. **Requested Response:** On or before *Tuesday, 10 July 2007*.
- 4. Title Reports for the WWTP and BCF properties.** Title reports are required for surveyors to be able to establish survey boundaries and document easements, and need to be reviewed by the surveyors before they perform field work. **Requested Response:** On or before *Friday, 13 July 2007*.

5. **WWTP Operations and Maintenance (O & M) Manual.** Detailed information on existing equipment is needed to understand space, electrical, operational, and control issues. The information will be utilized to develop 10 percent design documents. Information in electronic format is acceptable. If electronic files do not exist, we request a loan of a hardcopy of the manual kept onsite, from which we will make copies. **Requested Response:** On or before *Friday, 13 July 2007*.
6. **BCF O & M Manual.** Detailed information on existing equipment is needed to understand space, electrical, operational, and control issues. The information will be utilized to develop 10 percent design documents. Information in electronic format is acceptable. If electronic files do not exist, we request a loan of a hardcopy of the manual kept onsite, from which we will make copies. **Requested Response:** On or before *Friday, 13 July 2007*.
7. **Identification of City Codes.** Codes that will impact design and construction, such as building setbacks, noise restrictions, life-safety, odors, screening, etc., need to be verified for both the WWTP and BCF locations. This may be nothing more than confirmation that the codes listed in the "Current Codes in Use" section of the City's website are valid and comprehensive. **Requested Response:** On or before *Friday, 20 July 2007*.
8. **Upgraded Facility Name.** Confirmation that the City desires changing the title of the current "Wastewater Treatment Plant" (WWTP) to "Water Reclamation Facility" (WRF). Desired nomenclature will be incorporated into design documents and all project deliverables. **Requested Response:** On or before *Friday, 27 July 2007*.
9. **BCF Market Assessment.** Kennedy/Jenks Consultants is aware that the City has continued to research and have conversations with local businesses regarding potential opportunities for beneficial end uses of the composting product produced by the City. Updated information on this market research performed by the City is desired. **Requested Response:** On or before *Friday, 27 July 2007*.
10. **As-Built/Design Materials for the Pipeline Existing under SR-9.** The existing facility has been identified by the City as a potential means of conveyance for both stormwater and treated effluent from the WWTP property to the City-owned property on the western side of SR-9, where a constructed wetlands is being considered. Existing information on this facility will be used to perform a hydraulic evaluation, consider space provisions for potentially interrelated facilities at the expanded WWTP, and determine operational requirements for use of the facility. **Requested Response:** On or before *Friday, 27 July 2007*.
11. **City CAD Standards.** If any City CAD standards for design documents exist (i.e., title block format/City logo, pen weights, line types), these standards will be incorporated into all design documents and project deliverables. Standards are requested in electronic format. **Requested Response:** On or before *Friday, 27 July 2007*.
12. **City Front-End Specifications.** If the City has developed standard specifications correlating to the Construction Specifications Institute (CSI) Division 0 – including

bidding documents, contract forms and conditions - Kennedy/Jenks Consultants will utilize those City standards in development of the specifications for this project. Delivery in electronic format is required. **Requested Response:** On or before *Friday, 27 July 2007*.

13. **Recent City Construction Project Bid Tabs.** Acquisition of recent information on material prices and construction services will be reviewed and utilized as a resource for the development of refined opinions of probable cost at different design levels. **Requested Response:** On or before *Friday, 27 July 2007*.
14. **City Input on Delivery Methods for Project Materials.** Delivery methods were discussed in the project kickoff meeting, and a range of alternatives might still be used on this project for transfer of documents to the City (email, mail, FTP sites). If the City is developing an internal Microsoft SharePoint site for the project, Kennedy/Jenks Consultants requests information on the site administrator, who would logically serve as the City's project contact that we would transfer documents to for posting on the developed site. Development of an external project website could be explored, but is not currently within contract scope and does present some confidentiality risk, as information would be posted to a location outside of both the City's and Kennedy/Jenks Consultants' firewalls. **Requested Response:** On or before *Friday, 27 July 2007*.
15. **City Preference for UV Design.** Depending on the City's preference, the upgrade and expansion of the WWTP UV disinfection system can be based on either continuing to meet secondary treatment requirements, or be upgraded to meet higher standards commensurate with production of Class A reclaimed water. If the City desires the capability to meet Class A disinfection standards immediately with the WWTP upgrade, this capacity will be incorporated into design. Further discussion on this topic could be incorporated into the agenda of the 13 July 2007 scheduled Membrane Technology Workshop. **Requested Response:** On or before *Friday, 27 July 2007*.
16. **Utility Locate Field Services for the WWTP and BCF properties.** The City will be responsible for bringing in a utility locate service to mark and identify all existing utilities within the survey boundaries at each facility. In order to preserve the appearance of the markings left by the locating company, the optimal timing of this work would be slightly before the surveyors are on site to perform their field work. Kennedy/Jenks Consultants will relay the surveyors' field schedule to the City as soon as it becomes available. **Requested Response:** Work to be scheduled once the City is provided a schedule for field surveys – *date to be determined*.
17. **BCF Mixer Pilot Testing.** The City is in the midst of conducting brief periods of pilot testing with a few different styles of rented mixers. Operational staff will be documenting performance through photos and evaluative summaries. Kennedy/Jenks Consultants wishes to be furnished with a copy of the materials and reports produced by operational staff on the pilot testing period. **Requested Response:** Upon completion of pilot testing evaluation period – *date to be determined*.

Please call us with any questions or problems at (253) 874-0555. We appreciate the continued responsiveness of the City.